US Coast Guard
Marine Safety Laboratory

Sample Handling & Transmittal Guide

Sixth Edition

June 2002

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About MSL

The Marine Safety Laboratory (MSL), under the auspices of the National Maritime Center, is the Coast Guard's forensic laboratory for oil pollution. Samples collected by field units are analyzed at MSL to determine if a relationship exists between the spilled oil sample(s) and suspected source samples. The ensuing report is then used in both helping to identify the responsible party and recovering costs.

MSL utilizes a process known as the Oil Identification System (OIS). The OIS was developed in the mid-1970's by the CG Research and Development Center. Its purpose was, and still is, to determine the unique, intrinsic properties that would allow the matching of spilled oil with its correct source. The OIS draws upon four analytical methods: fluorescence spectroscopy (FL), infrared spectroscopy (IR), gas chromatography (GC), and gas chromatography-mass spectrometry (GC/MS). Each method measures different chemical properties of an oil and has been shown to produce results independent of the others. The multi-method approach was chosen because no single technique gives unequivocal results in all cases.

The laboratory uses these tests to characterize the unique "fingerprints" of petroleum oil. Thus, MSL provides chemical information used to affix oil pollution responsibility, assess penalties and help recover federal pollution cleanup funds expended during an incident.

The Coast Guard has on occasion used university and commercial laboratories for oil samples. However, several problems have arisen from their use. For this reason, Coast Guard units should only send samples to MSL for analysis.

Sampling Guidelines

This guide is designed to aid the sampler in the field in the proper procedures involved in sampling of spilled oil. This guide is meant to augment the Marine Safety Manual. Numerous considerations should be taken into account prior to sampling. The sample strategy, equipment, safety, methodology, and procedures are detailed in subsequent sections.

Sampling Strategy

Samples can generally be placed into one of two categories: spill or source.

Spilled oil is subject to weathering. For this reason, spilled oil samples should be taken first. Because no two spills are alike, it is impossible to produce a comprehensive guide to spill sampling. ASTM D4489 recommends that at least three samples of the waterborne (spilled) oil be taken to allow for slight differences in the oil. However, it also goes on to state that if multiple spill samples cannot be obtained, one spill sample should be collected where the oil visually appears to be the heaviest. When taking sheen samples, use of the McGill sheen net is recommended but if one is not available, sampling the sheen by decanting is another alternative.

The McGill sheen net is a mesh netting made of an oleophilic ("oil loving") material which, due to its high surface area, is an excellent resource for the Marine Investigator when sampling light sheens upon the surface of the water. The net almost always collects sufficient oil for analyses at MSL, whereas direct sampling of light sheens may not. A suggested source of supply can be found in Attachment 1.

Suspected source samples include, but are not limited to, any facility or vessel that had opportunity to cause the spill. All possible sources should be investigated. All tanks and bilges from any suspected source should be sampled. In all cases, the Marine Investigator should exercise discretion in formulating a sample taking strategy.

A clean water sample, or background sample, should also be obtained for all cases. This sample acts as a baseline measurement for conditions that exist prior to the spill. The clean water sample should be marked as a spill sample on the Chain of Custody document for comparison purposes.
(Note: Within the CG Marine Information for Safety and Law Enforcement (MISLE) system, this sample should be listed as a "Background Sample")

Sampling Equipment

The following is MSL's suggestion for a basic sampling kit.

- 1 Sampling Kit Carrier
- 12 Jar Rings
- 4 McGill Net Kits
- 1 Box Nitrile Gloves
- 1 Roll Cotton Twine
- Hand Cleaner
- 1 Roll of Jar Seal Tape
- 12 4oz Sample Jars
- 1 Sampling Extension Pole
- 6 Cardboard Mailing Tubes
- 1 Roll Adhesive Labels
- Absorbent towels
- 6 Tongue Depressors
- Waterproof Felt markers

Suggested Sources of Supply can be found in Attachment #1.

Sampling Safety

All standard safety procedures found in MSM Vol. 1, Chapter X, apply to oil spill sampling. Protective Nitrile gloves and appropriate eye protection should be worn during sample collection. If non-petroleum hazardous chemicals are suspected or safety considerations are unknown, it is best to wait for further information before taking samples.

Sampling Considerations

Although the oil identification system can be an extremely effective tool, factors can limit its use. Most of these can be avoided in the investigation stage. Some of these factors are described below.

Weathering is one of the main problems encountered with analyzing spilled oil. When oil is weathered its fingerprint changes. The more severe the weathering, the more severe the change to the fingerprint. Evaporation, dissolution, oxidation, and biodegradation are the four major factors that result in weathering. Rapid response to spills as well as proper sampling can help reduce these effects.

Contamination is another problem that affects oil samples. Hazardous chemicals, sewage, and other compounds can all alter or interfere with the fingerprint. Usually the sample picks up these contaminants after it has entered the environment. When the Marine Investigator suspects such

contamination may be present, they should note this so the analyst can account for them during analysis.

Because of their configuration, bilges will often have spaces where oil and contaminants can become trapped. These spaces do not allow the oil and contaminants to mix with the rest of the bilge. When a spill occurs from such a space, it is possible that although a bilge sample was taken, it may not match the spill. Every effort should be made to insure that all possible spaces are sampled. In cases where there is a common fuel source (i.e. a fuel oil spill at a marina), it can be very difficult for MSL's analytical methods to distinguish significant differences between several different source samples from the same source of fuel oil.

Sample Storage

After samples are taken, they are still subject to weathering. Samples should be stored in a cool, dark place to minimize any degradation of the sample due to sunlight or heat. Coolers with cold packs maybe used for temporary storage on scene. Optimal conditions for storing oil samples are in an explosion-proof, lockable refrigerator at 41-45° F. * Do not freeze samples. This may cause some petroleum oils to de-wax, altering the fingerprint. All samples should be sent to MSL as soon as possible for optimum results.

** Excerpt from ASTM Standard D3325: Standard Practice for the Preservation of Waterborne Oil Samples:*

5. Apparatus…

5.3 Refrigerator, explosion-proof at about 4 to 5 °C

Labeling

Oil samples shall be identified using two pre-gummed oil and water resistant labels. One of these labels provides chain of custody information while the other provides information about the oil in the sample jar. Both labels can be created on the CG standard workstation or by using a locally procured rubber stamp and the blank labels. The label applied to each sample jar is very important in tracking the sample throughout the case. It also provides very useful information pertaining to the sample. Therefore do not seal your jars with the label. Instead, MSL recommends using vinyl electric tape. See the suggested sample information and chain of custody label formats that follow:

Sample Information Label

Unit: _____

Activity #:_____ Date: _____

Evidence Control Number: _____

Location:_____

_____

_____

Description:_____

_____

_____

Suspected Source?_____ or Spill?_____

Sample taken by: _____

Witness:_____

Chain of Custody Label

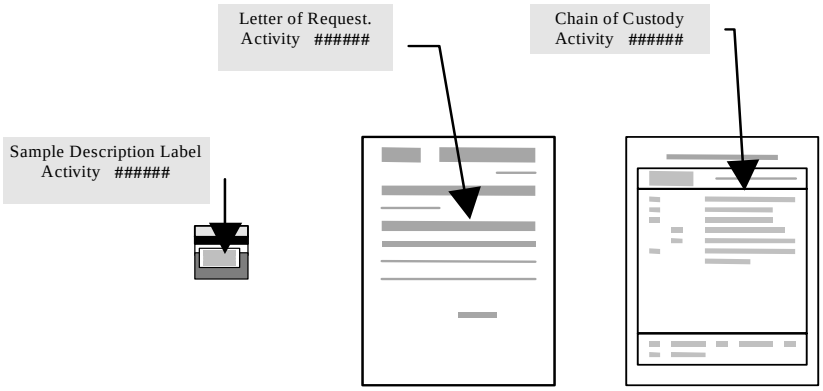
UNIT:_____

CHAIN OF CUSTODY FOR ECN_____

Signature	Date / Time	Comments

Activity / Case Numbers

All cases sent to MSL should have MISLE activity numbers for sample custody tracking purposes. This activity number must also be listed on the Letter of Request and Chain of Custody, and on each sample jar label. This activity number provides a link among the documents mailed with the samples. The only exception to this policy is for Coast Guard units assisting other federal, state, or local agencies. In these cases, the agency's case number may be used.



Notice of Violation Activities (Formerly TK Cases)

Notice of Violation (NOV) activities, by their very nature, should not require analysis through MSL. However, circumstances concerning a specific case may alter this. If the NOV case contains especially sensitive samples, such as sheen or net samples, they may be sent to MSL for sample preparation to preserve the samples. Unless specifically requested by the unit, MSL does not analyze the oil.

In the event an NOV activity is closed/paid, inform MSL of the status via a letter (Attachment #2), to authorize disposal of the samples. Likewise, if an NOV activity goes unpaid and analysis is needed, inform MSL, via letter (Attachment #2), that sample analysis will need to be performed.

Chain of Custody

The Chain of Custody Record (CofC, see Attachment #3) is the most important piece of paperwork related to samples sent to MSL. The CofC is used to document the custody of the samples associated with the investigation from the moment the samples are taken to the time of their disposal. This record is considered a legal document and requires great attention to detail. Errors in the CofC may cause delays at MSL and cause questions of admissibility of evidence should a case go to court.

The person taking the samples should prepare the CofC and be the first person listed on the document. The CofC should be formatted to include all relevant unit information. It is important that the activity number used on the sample jars be copied over to the CofC. The description from the sample jars should be copied letter for letter to the CofC. Annotations to these descriptions can be made within parentheses. Hand-written CofC's are acceptable, but it is important that they are written legibly. If errors in paperwork are found, cases may placed on hold until discrepancies are corrected. Please keep in mind that if a case goes to court, these documents may also accompany it.

When the sampler relinquishes custody of the samples to another person, both individuals are required to sign the CofC and the original document should accompany the samples. If unit policy states that the watch stander has custody of samples in storage in your unit evidence refrigerator, the CofC does not need to be signed each time the watch changes. Instead, the samples may be relinquished to the refrigerator. It is good practice to keep the transfer of samples to a minimum. When the sample custodian is ready to send the samples to MSL, the unit sample custodian must be sure to sign and date the CofC, relinquishing the samples to MSL, before it is placed in the package with the samples.

Any deviation between the sample label information and the Chain of Custody record information can cause confusion as to the identities of samples. This may lead to concerns about the admissibility of evidence.

Letter of Request

The second important piece of paperwork to accompany samples to the lab will be the Letter of Request for Analysis (LofR, see Attachment #4). In most instances, the LofR serves as the first line of communication between the field units and MSL. The original letter should be generated on unit letterhead in accordance with the CG Correspondence Manual (COMDTINST M5216.4 series), and forwarded to MSL with the samples.

The items of interest to MSL found in a LofR are:

- Activity number (or Non-CG agency case number)
- Number of samples being sent to MSL
- A unit point of contact, including phone and fax numbers as well as an e-mail address when available
- The enforcement type (civil or criminal)
- Additional case information that the unit feels would assist MSL in their analysis (i.e. contaminants, site descriptions, soil seepage, etc.)
- Signature of a unit representative with "By Direction" authority

Again, this is an important piece of paperwork that will accompany your evidence not only to MSL, but also to court should it be required. Any errors in paperwork may delay the analysis until corrections are made.

Response Time

The goal at MSL is to complete each analysis as soon as possible after receipt of the samples while maintaining high quality standards. MSL will strive to meet the response time you require for a particular case.

The Letter of Request must indicate if Rush or Priority analysis is required. The analysis time for each individual MSL case is directly related to the number of samples and nature of the case. Unusual circumstances may require an immediate response. MSL can expedite analysis and pass results to the requesting unit via FAX, e-mail, or telephone conversation. Again, the Letter of Request should state the method of notification and point of contact for these results.

Arrangements for such expedited analyses must be made with MSL prior to the shipment of the samples. Telephone MSL with details of the case and include

the number of samples and the tracking number or airway bill. MSL's normal business hours are M-F 0730-1600. The National Response Center (NRC) maintains a contact list for the MSL. Should you need to reach MSL personnel in an emergency, please call the NRC at (800) 424-8802.

Guidelines for RUSH and PRIORITY cases are as follows:

Rush analysis is justified if

- a vessel is detained, or
- extreme public interest/media coverage has been generated on a substantial spill.

Priority is justified if

- a large expenditure of the Oil Spill Liability Trust Fund to cleanup or abate a threat to the environment has been made, or
- a potential responsible party questions the extent of the spilled oil.

NOTE – MSL can show a potential link between the original spill and the remaining spill.

These are not the only reasons units may request RUSH or PRIORITY analysis, but units should use discretion when making this request. Unless otherwise noted, all other MSL cases will be run as "regular" analysis.

Sample Shipment

Proper shipment of samples to the MSL is an important step in a pollution investigation. To maintain a proper Chain of Custody for your samples, MSL recommends that you ship by a method that assigns a unique, traceable number to the package of samples. Suggested methods of delivery include Registered domestic mail, Federal Express, or other similar carriers that assign a specific airway bill and/or tracking number to a package. These carriers all ship using aircraft, and because oil spill samples are Dangerous Goods, the packaging and shipment of samples is regulated by 49 CFR. Most carriers belong to the International Civil Air Organization (ICAO), and regulate Dangerous Goods following the International Air Transport Association (IATA) Dangerous Goods Regulations (IATA DGR). These guidelines are more stringent than those found in 49 CFR, and are allowed under 49 CFR 171.11.

Because most carriers will reference the IATA DGR when discussing Dangerous Goods, MSL's guidance on the shipment of oil spill samples will be in accordance with these regulations.

Always check current hazardous materials transportation regulations to ensure the package is in compliance with the current requirements.

Packaging Samples

There are many possibilities to consider when packaging samples for shipment to the MSL. This guidance is intended to cover only the most commonly packaged samples, and does not supercede or replace the regulations established in the IATA DGR. When shipping samples that do not meet the following criteria please refer to the IATA DGR for the proper method of packaging and shipment. This guidance is intended for:

- Samples containing strictly petroleum products and water. Sheen net and sorbent samples are covered by this guidance. Any other chemical contaminants will make the sample subject to different regulations.
- Samples in a 4-oz. or smaller glass sample jar.

Because of the unknown nature of most spills, it is best to ship samples as Petroleum Products, N.O.S, UN 1268, PGII. This covers the broadest spectrum of samples sent to the MSL, and is the preferred choice for a N.O.S. shipping name (IATA DGR 4.1.2(c)). Many exceptions apply to samples shipped under this UN number, and in this quantity. For a complete list of regulations regarding the shipment of samples, see Attachment #5.

Inner Packaging Requirements

Samples should be shipped in 4-oz glass jars with sufficient space allowed for expansion of samples during shipment. No more than eight jars should be packed in a single box. Non-reactive cushioning must be used, as well as enough sorbent to absorb the contents of one sample jar should it break.

Inner Packaging Recommendations

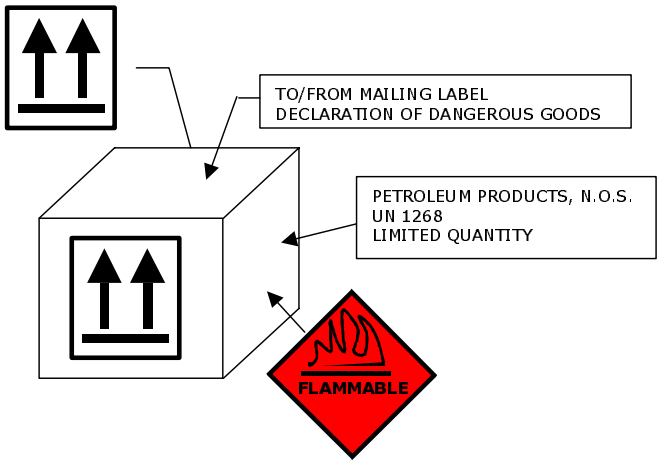
Jars should be sealed with vinyl electric tape and oriented within the package to prevent leakage.

Outer Packaging, Marking, and Labeling Requirements

Samples should be packaged in a fiberboard box with a gross weight of no more than 30-kg (66 lbs.). The box should be marked with the To/From addresses, the proper shipping name, and limited quantity marking (Ltd. Qty.). A Hazard Class 3 label should be applied to the box, along with a properly completed Declaration of Dangerous Goods.

Outer Packaging, Marking and Labeling Recommendations

Along with the required markings, mark the box with the UN Number (UN 1268). Also, apply Package Orientation labels to two opposite sides of the package and mark the top of the box This End Up.



Shipper's Declaration of Dangerous Goods

As with the packaging guidance, this guidance is meant solely to cover the Declaration of Dangerous Goods for samples meeting the above guidelines. Shipping any other type of sample will require consulting the IATA DGR for proper regulations.

The Shipper's Declaration of Dangerous Goods (DofDG) accompanies all shipments of Dangerous Goods. Some commercial carriers use a combination DofDG and Air Waybill, which is only legal for domestic shipments. Attachment #6 is an example DofDG, and Attachment #7 is step-by-step directions for completing the DofDG.

The MSL Report

The report is composed of several sections. The sections are as follows:

- Title Page.
- Report Letter: A general introduction and overview of the Marine Safety Laboratory.
- Chemist's Report on the Data: This section is the actual analysis of the case, including a comparison of the relationship between samples.
- Cost Recovery Sheet: An itemized account of costs incurred during analysis.
- Sample Check-In Log: The document used by MSL to assign a unique number to each case and every sample involved with the case. Included are the original sample number assigned to each sample by the unit, the original description of each sample from the sample jar, and the original date and time from the sample jar.
- Additional Documentation: Any additional information or documentation pertaining to the case requested by the field units.

The original report is retained at the laboratory. Copies of the full report with data are available upon request.

Understanding the Chemists Report

Each oil has distinctive molecular characteristics that distinguish it from other oils. Known as a fingerprint, these characteristics are used by the chemist to determine the relationship between oil samples. When samples have similar fingerprints, they are described as being "derived from a common source" or match. Samples described as "not derived from a common source", or non-match, do not show similarities in their respective fingerprints.

Samples that have insufficient similarities to be classified as a match, or too many to be ruled out as a non-match can be described as "inconclusive." An inconclusive report does not mean that the samples could not be derived from a common source; it merely states that there is insufficient chemical evidence to support either a match or non-match.

Most samples received at MSL fall into one of the three categories listed above. Units are encouraged to contact MSL for explanations of samples not falling into one of the three listed categories.

Suggested Sources of Supply

Attachment 1

Nitrile Gloves

New Pig

1-800-468-4647

Box (100)

Item#WPL261C

Government Scientific

1-800-248-8030

Pack (100); Case (20 Packs)

National Stock # 6005L

Company Stock # 11-394-111C

Sample Jars

Lab Source

1-800-545-8823

Case (24)

Item#130-04C

Eagle Pitcher

1-800-331-7425

Case (24)

Item#130-04C

Government Scientific Source

1-800-248-8030

Case (24)

Item#130-04C

General Oceanics

1-305-621-2882

Case (24)

Item#5080J1

Cardboard Mailing Tubes

General Oceanics

1-305-621-2882

Each

Item#5080MT

Government Scientific

1-800-248-8030

Each

Item#5080MT

Sampling Poles

General Oceanics

1-305-621-2882

Each

Item#BE2030WN

Sampling Net Kit (includes one 4" Teflon net with disposable ring/handle and two pairs of nitrile gloves)

General Oceanics

1-305-621-2882

Each

Item#80-KIT 50

Sampling Net Kit II (includes above sampling net kit plus sample jar ring and one 4 oz. Sample jar)

General Oceanics

1-305-621-2882

Each

Item#5080-KIT2

Jar rings for 4 oz. Sample Jar

General Oceanics

1-305-621-2882

Each

Item#5080-150

Sample Kit Carrier

Pelican Products

1-800-473-5422

Each $100.92

National Stock #1550-004-110-1554

Company Stock #1550 w/Padded Divider

Miscellaneous

White Adhesive Labels

FSN 7530-00-782-3961

Cotton Twine

FSN 4020-00-233-5984

Sample Letter of Disposition for Notice of Violation Case

Attachment 2

U.S. Department of Transportation
United States Coast Guard

UNIT INFORMATION

ADDRESS
ADDRESS
PHONE #
FAX #

16482
DATE

MEMORANDUM

From: NAME
UNIT

Reply to
Attn of:

To: Marine Safety Laboratory

Subj: DISPOSITION OF OIL SAMPLES FOR ACTIVITY ########

1. On **(date)** this office forwarded **(number of samples)** oil samples for sample **(preparation/analysis)** and subsequent storage at your facility for the activity number listed above.

2. This activity has been closed and authorization is granted to dispose of the samples in your custody.

3. If you have any questions, please contact **(unit point of contact)** at **(phone number)**.

OR

2. This activity remains open and we now request analysis on the samples associated with this activity.

3. Please forward a copy of the MSL case report to this office upon completion of analysis.

4. If you have any questions, please contact **(unit point of contact)** at **(phone number)**.

#

Sample Chain of Custody Record Attachment 3

United States Coast Guard
MSO *(Unit Name)*
Chain of Custody Record

Activity Number:_____*(Activity Number)*_____

Sample Number	Spill	Source	Description From Sample Jar Label

Sample Numbers	Relinquished By (Printed Name & Signature)	Date/ Time	Received By (Printed Name & Signature)	Date/ Time	Reason for Transfer
	NOTE: SAMPLER MUST BE LISTED FIRST				

Sample Letter of Request

Attachment 4

U.S. Department of Transportation
United States Coast Guard

UNIT INFORMATION

ADDRESS
ADDRESS
PHONE #
FAX #

16481
DATE

MEMORANDUM

From: NAME
UNIT

Reply to
Attn of:

To: Marine Safety Laboratory

Subj: REQUEST FOR SAMPLE (**ANALYSIS / PREPARATION**)

1. Request (**regular/priority/rush**) (**analysis/preparation**) of (**# of samples**) samples as listed on the attached Chain of Custody record to assist in our (**civil/criminal**) investigation of spill case (**MISLE Activity #**).

2. Questions concerning this case should be directed to (**unit point of contact**) at (**phone number**) or email (**unit point of contact CG email address**).

3. Additional case information: (**add any additional information the Marine Investigator feels will assist MSL during the analysis**).

#

Enclosure: (1) Chain of Custody

List of Regulations Regarding Shipment of Oil Spill Samples

Attachment 5

NOTE: Always check the current Haz Mat regulations to ensure compliance with current carrier requirements.

Requirement	IATA DGR Reference	49 CFR Cite
Identification		
Hazard Class 3	3.3.1.1	173.120
Proper Shipping Name (Petroleum Products, N.O.S.)	4.1.2 (c)	172.101(c)(12)(ii)
No Technical Name Required	4.1.2 (d)	172.303(k)
UN Number (UN 1268)	4.1.6.1	172.101(e)
Packing Group II	3.3.2.2	173.121
Packaging		
Limited Quantity	2.8.1 (c)	173.150(b)
IATA Packing Instruction (Y305)	4.1.6.7	N/A
Inner Packaging (Glass Jar)	5.3.Y305	173.150(b)(2)
Quantity Per Jar (<.5L)	5.3.Y305	173.27(f)
Total Net Quantity (<1L)	4.1.6.8	173.150(b)(2)
Allow Ullage	5.0.2.8	173.24(h)
Orientation of Jars NOT Required	5.0.2.13.3	173.312(c)(3)
Use Non-Reactive Cushioning	5.0.2.12.1	173.24(a)(3)
Enough Sorbent to Absorb One Jar	5.0.2.12.2	173.312(c)(3)
Fiberboard Box (No UN Certification)	5.0.3.1	173.150(b)(2)
Addresses (To/From)	7.1.5.1 (b)	172.301(d)
Proper Shipping Name Marking (Petroleum Products, N.O.S.	7.1.5.1 (a)	172.301(a)(1)
UN Number Marking NOT Required	4.1.6.1	172.301(a)(1)
Limited Quantity Marking (Ltd. Qty.)	7.1.5.3	N/A
Hazard Class 3 Label	4.1.6.5	172.101(g)
Orientation Arrows NOT Required	7.2.4.4	172.312(c)(3)
Total Gross Weight (<30 kg, 66 lbs.)	5.3.Y305	173.150(b)

Sample Shipper's Declaration of Dangerous Goods

Attachment 6

SHIPPER'S DECLARATION FOR DANGEROUS GOODS (Provide at least two copies to the airline)

Shipper

Unit Name & Address
#1

Air Waybill No. **#2**

Page 1 of **#3** Pages

Shipper's Reference Number (optional)

Consignee **Manager**
US Coast Guard
Marine Safety Laboratory **#4**
1082 Shennecossett Rd
Groton, CT 06340-6094

Two completed and signed copies of this Declaration must be handed to the operator.

TRANSPORT DETAILS

This shipment is within the limitations prescribed for:

(delete non-applicable)

PASSENGER AND CARGO AIRCRAFT [redacted] **#5**

Airport of Departure

Full Name of Airport or City of Departure
#6

Airport of Destination: **Groton, CT #7**

WARNING

Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. This Declaration must not, in any circumstances, be completed and/or signed by a consolidator, a forwarder, or an IATA cargo agent.

Shipment type: (delete non-applicable) **#8**

NON-RADIOACTIVE [redacted]

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification					Quantity and type of packaging	Packing Inst.	Authorization
Proper Shipping Name	Class or Division	UN or ID No.	Packing Group	Subsidiary Risk			
Petroleum Products, N.O.S.	3	UN 1268	II		1 Fiberborad Box X (Gross Volume in Liters)	Y305	LTD. QTY.
#9	**#10**	**#11**	**#12**		**#13**	**#14**	**#15**

Additional Handling Information

Marine Safety Office 24 hr Phone #

Emergency Telephone Number **1-800-851-8061** **#16**

CHECK ONE:

☒ ICAO/IATA

☐ 49 CFR

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable International and National Governmental Regulations.

Name/Title of Signatory

Your Name & Title **#17**

Place and Date

City and Date **#18**

Signature **Sign Here** **#19**

(see warning above)

IF ACCEPTABLE FOR PASSENGER AIRCRAFT, THIS SHIPMENT CONTAINS RADIOACTIVE MATERIAL INTENDED FOR USE IN, OR INCIDENT TO, RESEARCH, MEDICAL DIAGNOSIS, OR TREATMENT.

Directions for Completing the Shipper's Declaration of Dangerous Goods

Attachment 7

The Block # in the table below refers to the numbers found on the example Shipper's Declaration of Dangerous Goods (Attachment 6)

Block #	Heading	Proper Entry
1	Shipper	Full Name & Address of Shipper
2	Air Waybill No.	The Number of the Air Waybill # the DofDG will be attached to (Normally Assigned by Carrier)
3	Page of Pages	Page # / # of Pages
4	Consignee	Manager US Coast Guard Marine Safety Laboratory 1082 Shennecossett Rd Groton, CT 06340-6094
5	Cargo Aircraft Only	Cross this Block Out
6	Airport of Departure	Full Name of the Airport, or City of Departure (Carrier can Amend this Section)
7	Airport of Destination	Groton, CT
8	Radioactive	Cross this Block Out
9	Proper Shipping Name	Petroleum Products, N.O.S.
10	Class or Division	3
11	UN or ID No.	UN 1268
12	Packing Group	II
13	Quantity and type of packing	1 Fiberboard Box X (Gross Quantity of Jars in L, no more than 1)
14	Packing Inst.	Y305
15	Authorization	Ltd. Qty.
16	Additional Handling Information	CG Units refer to ALCOAST 033/00 Other Agencies enter a 24 hour emergency contact phone number
17	Name/Title of Signatory	Full Name and Title of person packaging shipment
18	Place and Date	City and Date DofDG Prepared
19	Signature	Signature of person named in Block 17